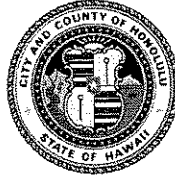


HONOLULU FIRE DEPARTMENT
CITY AND COUNTY OF HONOLULU

636 South Street
Honolulu, Hawaii 96813-5007
Phone: 808-723-7139 Fax: 808-723-7111 Internet: www.honolulu.gov/hfd

MUFI HANNEMANN
MAYOR



KENNETH G. SILVA
FIRE CHIEF

ALVIN K. TOMITA
DEPUTY FIRE CHIEF

June 10, 2008

The Honorable Barbara Marshall, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED

CITY CLERK
HONOLULU, HAWAII
JUN 10 2 00 PM '08

Dear Chair Marshall and Councilmembers:

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to the execution of the Executive Operating Budget authorizes the Mayor to establish, fill, and allot funds for additional temporary positions that are not included in the Executive Operating Budget Ordinance upon prior notification to the City Council.

In accordance with the provisions of this ordinance, notification is hereby submitted for two temporary full-time Clerk-Typist positions in the Administrative Services Bureau (ASB) of the Honolulu Fire Department (HFD), as two existing Clerk-Typist positions (FC147 and FC148) in the ASB are temporarily vacant and cannot be filled by regular appointment. The temporary clerical workers are needed to assist in daily clerical assignments, and additional required information on these positions are as follows:

Type of Temporary Positions Required:

Two full-time Clerk-Typist positions as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu

Anticipated Duration of the Employment of the Temporary Positions:

From August 1, 2008, to June 30, 2009, with possible extensions/renewals as required and allowable under the Revised City Charter

Cost of the Temporary Positions:

\$47,402 (\$2,139 x 9 months plus \$2,225 x 2 months x 2 employees)

The Honorable Barbara Marshall, Chair
and Members
Page 2

Source of Budgetary Savings Which Will Accrue to Finance the Temporary Positions:

These contracts will be funded with salary savings from two existing Clerk-Typist (FC147 and FC148) vacancies in the ASB

Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Positions:

Since the HFD is precluded from filling the two existing Clerk-Typist vacancies due to the former incumbents being on approved leave without pay, the HFD would like to continue employing the two former Aloha Airlines employees on a temporary basis. This is deemed the most cost-effective and efficient way to address the existing clerical workload issues, as these two temporary employees are already receiving training to perform such clerical tasks. However, in the event that one or both positions become permanently vacant as a result of a former incumbent choosing not to return from leave without pay status, the HFD will fill the vacancy via the Civil Service process.

Should you have any questions, please call Administrative Services Officer Dean Matsukawa at 723-7131.

Sincerely,



KENNETH G. SILVA
Fire Chief

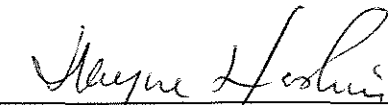
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RECOMMEND APPROVAL:



Mary Patricia Waterhouse, Director
Department of Budget and Fiscal Services

APPROVED:



Wayne Hashiro, P.E.
Managing Director